



Timothy M. O'Brien
Clerk of Court

Kansas City Division
500 State Ave. (259)
Kansas City, KS 66101

Topeka Division
444 S.E. Quincy St. (490)
Topeka, KS 66683

Wichita Division
401 N. Market St. (204)
Wichita, KS 67202

Vacancy Announcement

UNITED STATES DISTRICT COURT District of Kansas

Position:	Courtroom Deputy
Number of Positions:	One or more
Classification Level:	CPS CL 26/1 – CL 27/61
Salary Range:	\$43,192- \$77,124
Location:	Kansas City, Kansas
Opening Date:	August 24, 2016
Closing Date:	Open until filled
Vacancy Number:	KC16-16

POSITION OVERVIEW:

The Courtroom Deputy is an employee of the clerk's office assigned to a Judge. A courtroom deputy manages a judge's caseload, attends court, logs court proceedings, processes orders and maintains the court calendar.

REPRESENTATIVE DUTIES:

These duties are intended to provide generalized examples of major duties and responsibilities that are performed by a Courtroom Deputy.

- Manages the court's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. Updates and manages the electronic case database system and keeps the judge and immediate staff informed of case progress.
- Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel.
- Attends court sessions and conferences, serves as bailiff and coordinates jurors. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, ensuring the presence of all necessary participants and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.
- Acts as a liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences, hearings, trials and other case processes.
- Receives, screens and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Prepares correspondence, legal documents and other materials for the judge's review and signature. Performs other duties as required by the judge and the clerk's office.

QUALIFICATION REQUIREMENTS:

Mandatory

High school diploma or equivalent, and one year of progressively responsible clerical or administrative experience equivalent to work at the CL 25. “Specialized Experience” means the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws, and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Preferred

Fast-paced and challenging position requires incumbent to present a professional demeanor at all times. Time management skills, accuracy and attention to detail are exceptionally important. The successful applicant will possess strong interpersonal, organizational, analytical, verbal and written communication skills. The successful applicant will have a thorough understanding of the policies and procedures of the court.

TO APPLY:

External Applicants: To apply for this position, please submit the following items:

- 1) a cover letter with salary requirements,
- 2) a detailed resume that includes a full educational and professional background,
- 3) a [Federal Judicial Branch Application for Employment](#),
- 4) a PDF of the completed package. Application packages not received in PDF format may be considered incomplete.

Internal Applicants: To apply for this position, please submit the following items:

- 1) a cover letter outlining why you want this position and why you believe your experience and skills would make you successful in this position,
- 2) a detailed resume that includes a full educational and professional background

Complete applications should be submitted by email to:

ksd_recruitment@ksd.uscourts.gov

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

*** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***